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## FINANCIAL ADMINISTRATION

### *River Protection Planning Grant Program*

### *River Protection Management Grant Program*

The following information will provide you with guidance to manage the financial assistance you are receiving and help in filling out the forms for the River Protection Planning Grant Program or the River Protection Management Grant Program.

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Rev. 9/03

<b>Project Grant Awards</b>	You have received a signed grant agreement from the Department outlining the approved project scope, time period, and budget. <b><i>Read your grant agreement carefully and share it with your consultant(s). It contains conditions that govern your project.</i></b> Your authorized individual should sign one copy of this grant agreement and return it to your regional Environmental Grant Specialist.
<b>Grant Agreement Effective Dates</b>	Note the start date and end date of your grant agreement. All planning grants expire on either June 30 or December 31 of the given year.
<b>Caution!</b>	<b>Costs incurred prior to the starting date listed on the grant agreement will not be eligible for reimbursement.</b>
<b>Changes to the Grant Agreement (Amendments)</b>	Any changes to the grant agreement in project activities (scope), time period, or cost must be requested in writing and submitted to the regional Environmental Grant Specialist <b>before</b> the agreement expiration date. Contact your Environmental Grant Specialist to discuss your situation before submitting a request.
<b>Change to the Project Scope</b>	Requests for an amendment to the scope of planning or protection projects must be consistent with the project activity outlined in the original grant agreement. Changes in the agreement will not be made if the nature of the change substantially alters the scope of the project activity. Changes in the scope of the agreement that increase the amount of cost sharing beyond that allowed under law will not be made and are subject to availability of funds.
<b>Changes to the Project Costs</b>	Requests to amend project costs may be submitted when project activity costs are higher than estimated or when a work activity is expanded. However, increases in the amount of cost sharing may not exceed the maximum amount established by law and are dependent on money being available.
<b>Changes to the Grant Agreement Time Period</b>	<p>Projects must be completed prior to the expiration date indicated in the grant agreement. If there is the possibility that a project won't be completed by that date, we recommend that you request an extension. Requests to extend the term of the grant agreement must be made prior to the project expiration date listed on the agreement.</p> <p>If the requested change is approved, the Sponsor will receive an amendment to the original grant agreement signed by the Department.</p>

**Financial Administration  
During the Project**  
*Sponsor's Responsibilities*

The accounting procedures and fiscal controls used to record project costs and state grant receipts must be based on generally accepted accounting principles. You must:

- Establish a separate ledger account for project expenditures.
- Itemize all project expenditures in sufficient detail to indicate the exact nature of the expenditure and provide evidence of that expenditure. (e.g., a copy of a canceled check). If your bank does not return canceled checks, a copy of the bank statement is acceptable.
- Comply with all local and state contract bidding requirements. (You may need to consult with your attorney to insure that you are in compliance with all applicable laws regarding competitive bidding and awarding bids.)
- Label each document you are submitting with the project number assigned to that project (e.g. RP-075-03 or RM-021-03 – each project has a specific number assigned to only that project and is listed on the grant agreement to the right of the sponsor name.)
- Maintain payroll vouchers for salaries and wages. If payroll voucher forms are not used, a statement must be prepared at the end of each pay period showing the names of employees, the hours spent on the project, project item involved, and the gross amount of salary earned by each. The statement must be verified by the official responsible for the project and approved by appropriate authority. All time associated with the project needs to be clearly documented.
- Report expenditures on the reimbursement claim worksheets.

**Claims for  
Reimbursement**

Claims for payment of project expenditures are made on a reimbursement basis (with the possible exception of payment of the fair market value of property). To be eligible for reimbursement all costs must be incurred within:

- The project time period shown in the grant agreement
- The scope of activity summarized in the grant agreement and detailed in the application submitted for the project
- The state aid project amount shown in the grant agreement

River Planning grant claims for reimbursement shall be submitted within 6 months after the planning project ending date.

River Management grant claims for reimbursement may be submitted to the department throughout the life of the grant agreement. The frequency of claims for reimbursement should be agreed upon by your regional Environmental Grant Specialist. The department may withhold 10% of the state share for a final payment. Final claims for payment shall be submitted within 6 months of the grant agreement expiration date.

**Required Documentation**

The following documentation is required to process a claim for reimbursement of project expenditures:

1. Copies of all contracts or agreements with contractors or service providers.
2. Completed department reimbursement forms. Completion instructions are included on the forms.

For all River Protection Grants:

Form 8700-001, ***Request for Payment***

Form 8700-002, ***Payment Request Worksheet***

3. Photocopy of the vendor invoices for services or materials. Invoices and checks combining costs for multiple grants must be explained so that the specific costs associated with each grant is identified.
4. Photocopies of canceled checks (front and back) issued for payment of all services and materials (or bank statements).

***Counties, Please Note:***

Counties submitting a reimbursement claim may follow single audit requirements for documentation.

**Final Report Requirements**

All projects with the exception of land acquisition (protection grant program) must result in a final report that is suitable for use by the general public. The final report must meet the criteria agreed to in the grant agreement and be approved by the regional River Coordinator.

***Send All Claims for Reimbursement to:***

The regional Environmental Grant Specialist.

**How Reimbursement Claims are Processed**

The regional River Coordinator reviews the final report for technical compliance with the project scope and approves the report. The Environmental Grant Specialist then reviews the reimbursement claim. If the claim for reimbursement is complete (including all required documentation) and in compliance with the project grant agreement, the Environmental Grant Specialist will approve the claim for reimbursement. The reimbursement claim gets forwarded to the regional Finance Office where payment is made.

**Audits**

The state has the right to audit or examine all books, papers, accounts, documents or other records of the Sponsor as they relate to the project for which the River Protection Grant Program funds were granted.

The Sponsor must retain all project records for a period of not less than 3 years after final payment or final disposition of audit findings.

The purpose of the audit is to check compliance with the terms of the grant agreement and verify that project expenditures were properly incurred and qualify for reimbursement or payment.

**When a Project is Not in Compliance with the Grant Agreement**

If the department finds that a project has not been satisfactorily completed by the expiration date of the grant agreement or that the Sponsor has violated a term of the grant agreement, the department may terminate the grant and seek reimbursement of the state share or a portion of the state share previously distributed to the Sponsor.

**Filling out Payment Reimbursement Claim Worksheets**

Make a couple of copies of the blank sheets before you get started. Fill out the worksheet first (form 8700-002). Fill out each line with as much detail as possible.

Make sure you have provided the required documentation for each line:

- A copy of the invoice or bill for the eligible expense
- A copy of both sides of the canceled check to pay that bill (if canceled checks aren't available then a copy of the appropriate bank statement may be substituted)
- Copies of bid proposals, professional service contracts, change orders and authorized detailed force account time sheets or volunteer time sheets, if applicable.

For land acquisition projects, you must also submit:

- A copy of the recorded grant agreement and the recorded deed at the Register of Deeds with the new disclaimer inserted (see the financial section of the grant agreement).
- A copy of the title insurance or Opinion of Title
- A copy of the relocation cost statement , if applicable

**Filling out Payment Reimbursement Claim Form**

Total the appropriate columns on the worksheet and move the total to the reimbursement claim form. If filling out a reimbursement claim for a River Management Grant (8700-001), be sure to indicate whether this is a partial or final payment. (For River Planning Grants, only an advance payment requested at the time of award acceptance and/or a one-time final pay request is possible.)

**Who to Contact with Questions**

Your regional Environmental Grant Specialist.

**Where the Program Funds Come From**

The source of funds for these programs is the state excise tax on gasoline for boats and from the Environmental Fund.

## DNR Contacts

For assistance with specific or science-related aspects of your project, contact the River Coordinator in your area. For assistance with financial aspects of your project, contact the Environmental Grant Specialist in your area. For assistance with land acquisition or conservation easement projects, contact the Community Service Specialist or Environmental Grant Specialist in your area.

**February, 2003**

<b>NER Northeast Region: 1125 North Military Avenue, PO Box 10448, Green Bay WI 54307-0448</b>		
<b>Counties: Door, Kewaunee and Manitowoc in the Lake Shore Basin.</b>		
Mary Gansberg River Coordinator Phone: (920) 492-5799 Fax: (920) 492-5927	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
<b>Counties include portions of: Brown, Outagamie, Winnebago and Calumet in the Lower Fox Basin</b>		
Jim Reyburn River Coordinator Phone: (920) 448-5135 Fax: (920) 448-5129	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
<b>NER Northeast Region: 647 Lakeland Road, Shawano, WI 54166</b>		
<b>Counties: Portions of Winnebago and Outagamie. All of Waupaca, Shawano, Menominee in the Wolf River Basin.</b>		
Crystal Olson River Coordinator Phone: (715) 526-4220 Fax: (715) 524-3214	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
<b>NER Northeast Region: Peshtigo Service Center, PO Box 208, Peshtigo, WI 54157</b>		
<b>Counties: Oconto and Marinette in the Upper Green Bay Basin</b>		
Greg Sevener River Coordinator Phone: (715) 582-5013 Fax: (715) 582-5005	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
<b>NER Northeast Region: Wautoma Service Center, 427 E. Tower Dr., Suite 100, Wautoma, WI 54982</b>		
<b>Counties: Fond du Lac, Winnebago, Green Lake, Marquette and Waushara in the Upper Fox Basin</b>		
Scott Provost River Coordinator Phone: (920) 787-4684 Ext. 3017 Fax: (920) 787-2477	Sue Kocken Environmental Grant Specialist Phone: (920) 492-5797 Fax: (920) 492-5891	Contact Sue Kocken
<b>NOR Northern Region (Rhineland): 107 Sutliff Avenue, Rhineland, WI 54501</b>		
<b>Counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor and Vilas</b>		
Bill Jaeger River Coordinator Phone: (715) 365-8971 Fax: (715) 365-8932	Jane Malischke (Spooner) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105	Contact Jane Malischke
<b>NOR Northern Region (Spooner): 810 West Maple Street, Spooner, WI 54801</b>		
<b>Counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer and Washburn</b>		
(Vacant) River Coordinator Phone: (715) 635-4073 Fax: (715) 635-4013	Jane Malischke (Spooner) Environmental Grant Specialist Phone: (715) 635-4062 Fax: (715) 635-4105	Contact Jane Malischke

## River Contacts (Cont'd)

<b>SCR South Central Region: 3911 Fish Hatchery Road, Fitchburg, WI 53711</b>		
<b>Counties: Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock and Sauk.</b>		
Bob Hansis River Coordinator Phone: (608) 275-3304 Fax: (608) 275-3338	Pat Sheahan Environmental Grant Specialist Phone: (608) 275-3315 Fax: (608) 275-3338	Stefanie Brouwer Community Service Specialist Phone: (608) 275-3218 Fax: (608) 275-3338
<b>SER Southeast Region: 2300 North Dr. Martin Luther King., Jr., Dr., PO Box 12436, Milwaukee, WI 53212 and Plymouth Service Center, 1155 Pilgrim Road, PO Box 408, Plymouth, WI 53703</b>		
<b>Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha</b>		
John Masterson (Plymouth) River Coordinator Phone: (920) 892-8756 x3055 Fax: (920) 892-6638	Mary Ellen Franson (Milwaukee) Environmental Grant Specialist Phone: (414) 263-8569 Fax: (414) 263-8661	Contact Mary Ellen Franson
<b>WCR West Central Region: 1300 West Clairemont Avenue, Eau Claire, WI 54701; PO Box 4001 54702-4001</b>		
<b>Counties: Adams, Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon and Wood.</b>		
Greg Breese River Coordinator Phone: (715) 831-3271 Fax: (715) 831-3266	Bruce Neeb Environmental Grant Specialist Phone: (715) 839-3713 Fax: (715) 839-6076	Contact Bruce Neeb

## Other Contacts

River Alliance of Wisconsin      Contact: Diana Toledo (Southern Wisconsin); Lisa Goodman (Northern Wisconsin)  
Local Group Assistance Program      [diana@wisconsinrivers.org](mailto:diana@wisconsinrivers.org)      [goodman@wisconsinrivers.org](mailto:goodman@wisconsinrivers.org)  
306 E. Wilson St., 2W  
Madison, WI 53703  
PH: 608-257-2424      FAX: 608-260-9799      The River Alliance of Wisconsin is under contract to assist  
the DNR in supporting the River Protection Grant program.  
[www.wisconsinrivers.org](http://www.wisconsinrivers.org)

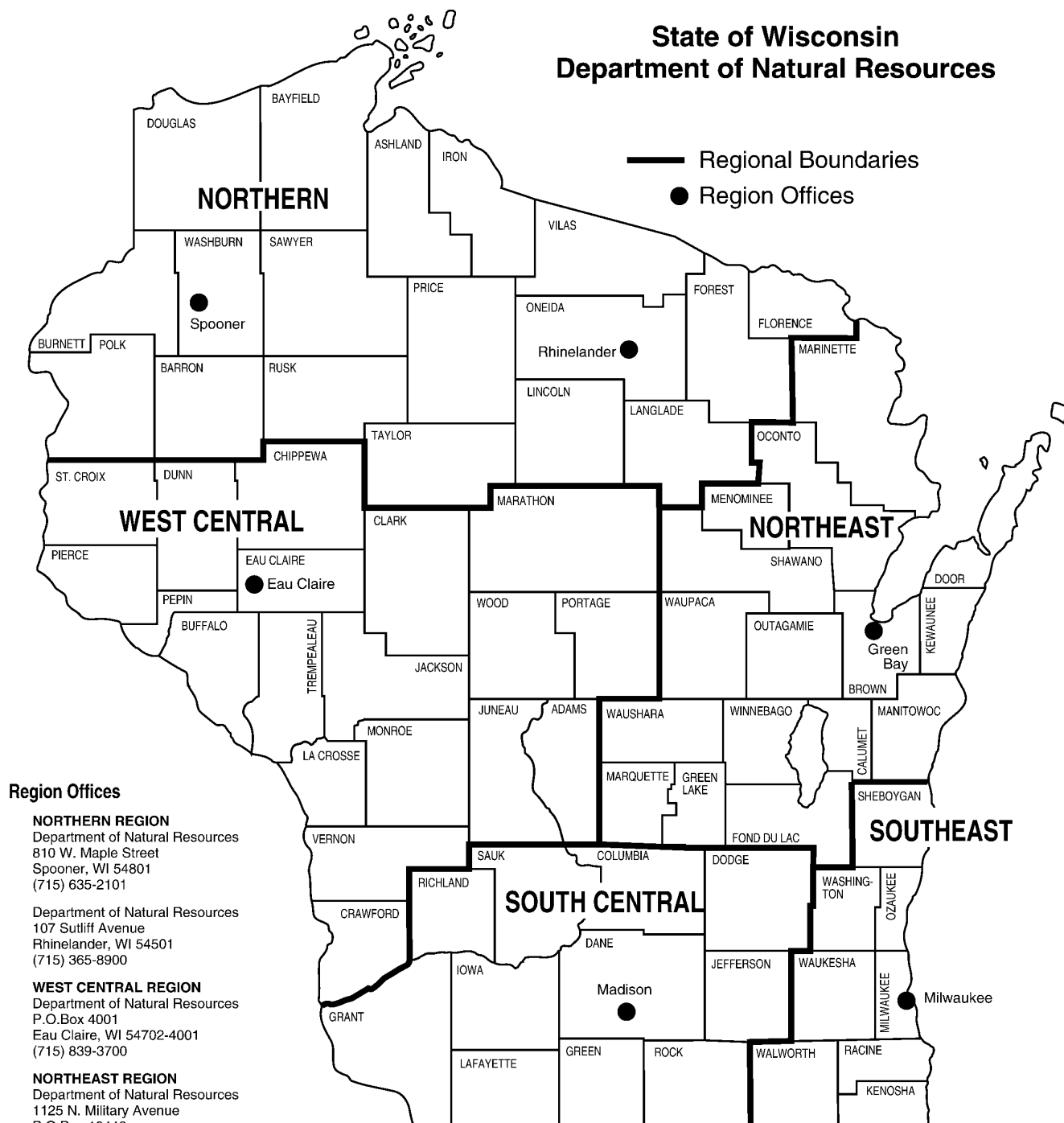
Gathering Waters Conservancy  
211 S. Paterson St., Ste. 180  
Madison, WI 53703  
PH: 608-251-9131  
Web page: <http://www.gatheringwaters.org/>

Environmental Task Force Program  
College of Natural Resources  
Room 200  
Stevens Point, WI 54481  
PH: 715-346-3209  
Contact: Nancy Turyk  
nturyk@UWSP.edu

For information on registering nonprofit corporations/organizations, see Commerce web page:  
<http://www.commerce.state.wi.us/MT/MT-FAX-0966.html>

For searching for information on non-stock organizations, see Wisconsin Department of Financial Institutions (WDFI) web page:  
<http://www.wdfi.org/corporations/crispix/> **Corporate Registration Information System (CRIS) record search**

# State of Wisconsin Department of Natural Resources



## Region Offices

### NORTHERN REGION

Department of Natural Resources  
810 W. Maple Street  
Spooner, WI 54801  
(715) 635-2101

Department of Natural Resources  
107 Sutliff Avenue  
Rhinelander, WI 54501  
(715) 365-8900

### WEST CENTRAL REGION

Department of Natural Resources  
P.O.Box 4001  
Eau Claire, WI 54702-4001  
(715) 839-3700

### NORTHEAST REGION

Department of Natural Resources  
1125 N. Military Avenue  
P.O.Box 10448  
Green Bay, WI 54307  
(920) 492-5800

### SOUTHEAST REGION

Department of Natural Resources  
2300 N. Dr. Martin Luther King Jr. Dr.  
P.O.Box 12436  
Milwaukee, WI 53212  
(414) 263-8500

### SOUTH CENTRAL REGION

Department of Natural Resources  
3911 Fish Hatchery Road  
Fitchburg, WI 53711  
(608) 275-3266